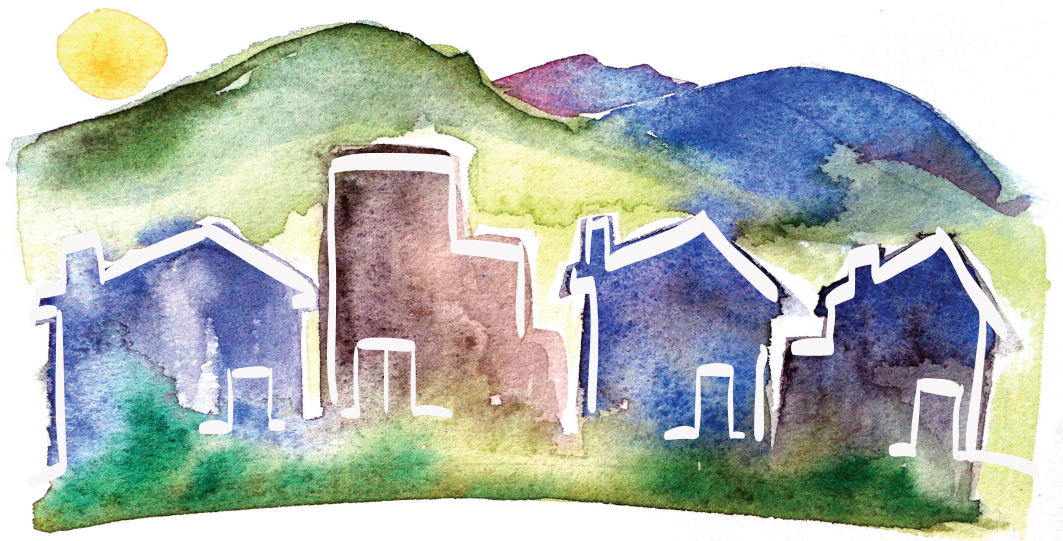


Co-operative Housing Federation

Semi-Annual General Meeting

May 4, 2013
Executive Hotel and Conference Centre
4201 Lougheed Highway, Burnaby



Delegate handbook



Thank You



Thank you to our group buying partners for waste collection and recycling, and our Mainland flooring partners: our sponsors for today's lunch.



Thank you to these quality flooring product manufacturers, sponsors of the morning beverage and snack service.

A watercolor illustration of a town with several houses and a central tower, set against a backdrop of rolling green and blue mountains under a yellow sun.

Sponsorship of today's SAGM



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

OFFICIAL NOTICE TO CHF BC MEMBERS OF THE 2013 SEMI-ANNUAL GENERAL MEETING

DATE: Saturday, May 4, 2013

REGISTRATION: Opens at 9:15 a.m.

ORIENTATION: 9:45 a.m.

BUSINESS MEETING: Begins at 10:30 a.m.
Finishes by 4:30 p.m.

Lunch will be served.

LOCATION: Executive Hotel & Conference Centre
4201 Lougheed Hwy, Burnaby, BC

The main items of business at the SAGM will be the approval of CHF BC's 2013-2014 budget, a provincial election forum, the awarding of two CHF BC Scholarships, and much more.

PLEASE USE THE ATTACHED FORM TO REGISTER

Please register by mail, fax or email (members@CHF.bc.ca)

EXECUTIVE HOTEL & CONFERENCE CENTRE

4201 Lougheed Hwy, Burnaby, BC

(♿ Wheelchair accessible)

DRIVING DIRECTIONS TO THE EXECUTIVE HOTEL:

From BC Ferry Terminal (Tsawwassen)

1. Take Highway 17 and it turns into Highway 99.
2. Take the Highway 99 north ramp toward Richmond/Vancouver.
3. Follow Highway 99 north through the George Massey Tunnel.
4. Take the Highway 91 east exit, Exit 37, toward Delta/Surrey.
5. Merge onto Richmond Freeway.
6. Merge onto Knight Street, toward Vancouver.
7. Take the SE Marine Drive off ramp and continue east on SE Marine Drive.
8. Bear right at Marine Way (just past Kerr).
9. Turn left on Boundary road to Lougheed Hwy.
10. Turn right on Lougheed Hwy.
11. Turn left on Gilmore Ave (first left past Boundary Rd).
12. Take first right on Halifax St.
13. Turn right into the parking lot at the back of the hotel. (Note: If you park in this lot, enter the hotel through the rear doors and walk down the stairs to the lobby. If the lot is full or you have difficulty with stairs, keep to your right and continue driving down to the parking lot at the front of the hotel, on the same level as the main entrance.)

From Vancouver International Airport

1. Follow signs to Vancouver across the Arthur Lang Bridge.
2. Take the SW Marine Drive eastbound exit.
3. Continue east on SW Marine Drive (turns into SE Marine Drive).
4. Follow directions 8 to 13 above.

From the East

1. Take Hwy-1/Trans Canada Hwy eastbound towards Vancouver.
2. Take the Willingdon Avenue exit, exit number 29.
3. Keep right at the fork in the ramp.
4. Stay straight to go onto Willingdon Avenue.
5. Turn left onto Lougheed Hwy.
6. The Hotel is located on the right side after Rosser Avenue.

TAKING TRANSIT TO THE EXECUTIVE HOTEL:

The closest Skytrain station to the Hotel is Gilmore Station on the Millennium Line. This station is about two blocks from the Hotel. The closest bus stop is at Willingdon and Lougheed, a distance of about four blocks from the Executive Inn. If you have difficulty walking, this may be too far. For detailed transit information and trip planning, please call TransLink at 604-953-3333 or visit their website at translink.bc.ca.

BIKING TO THE EXECUTIVE HOTEL:

The hotel is accessible by bicycle via Lougheed highway's paved shoulder bike lane. Please note that there are only three spaces on the bike rack at the hotel, which are available to conference delegates. Ask at the front desk for directions to the bike rack.

EXECUTIVE HOTEL & CONFERENCE CENTRE

4201 Lougheed Hwy, Burnaby, BC

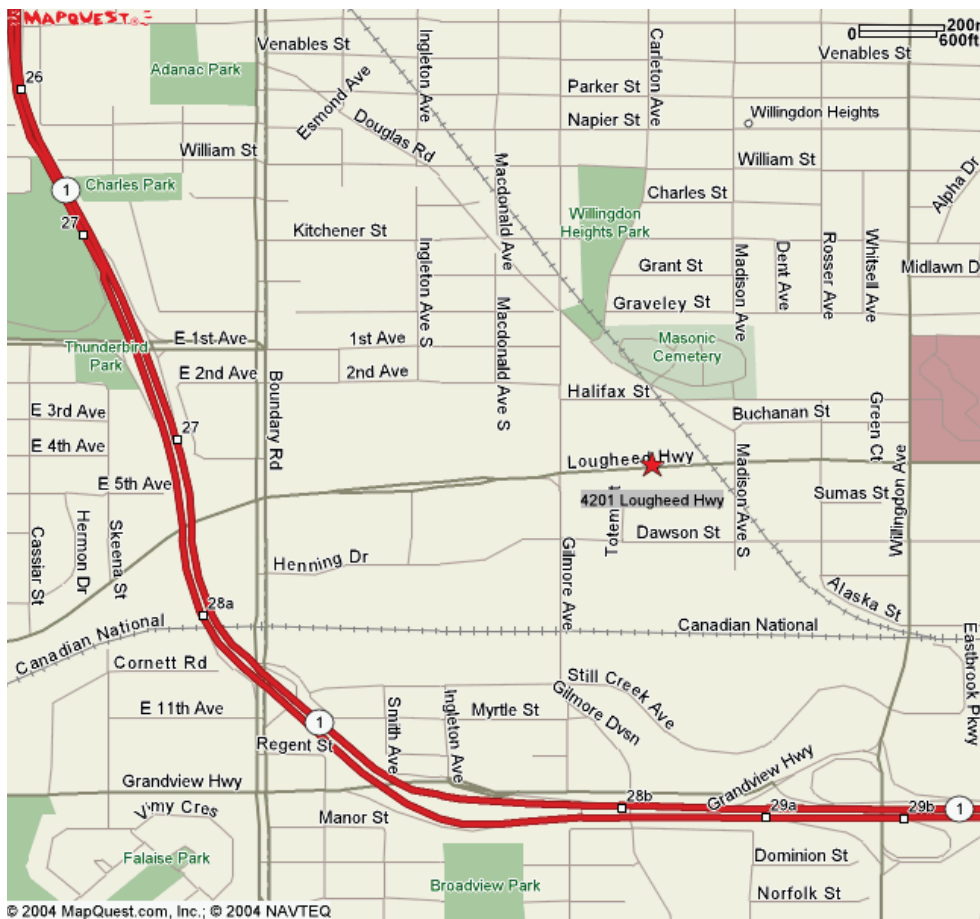
(♿ Wheelchair accessible)



PARKING

YOU DO NOT HAVE TO PAY TO PARK IN THE HOTEL PARKING LOT. CHF BC has made special arrangements with the Hotel for free parking for conference participants. Do not purchase a ticket from a machine, despite the many signs telling you to do so!

Detailed Map:



The Executive Hotel is behind the Cactus Club Café and Boston Pizza.



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

**Semi-Annual General Meeting
Saturday, May 4, 2013
Burnaby, BC**

AGENDA

9:15 a.m. Registration opens

9:45 a.m. Orientation for delegates

10:30 a.m. Business Meeting

1. Call to order, establishment of quorum
2. Introduction of directors, guests and staff
3. Appointment of chairperson
4. Explanation of meeting procedures
5. Approval of agenda
6. Approval of AGM minutes (December 1, 2012)
7. Business arising from the minutes
8. CHF BC Scholarship Fund awards
9. YES Camp presentation
10. Election campaign update
11. CHF Canada report

12:00 p.m. Lunch and Networking

1:00 p.m. Prize Draws

- 1:15 p.m.**
12. Provincial Election Forum: all-party discussion
 13. Board report on priority initiatives
 14. 2013 – 2014 budget and membership dues
 15. Rooftops Canada Foundation
 16. Other business
 17. Announcements

4:30 p.m. Close of Meeting



CO-OPERATIVE HOUSING FEDERATION OF BC
200-5550 Fraser Street, Vancouver, BC V5W 2Z4
Tel 604.879.5111
Fax 604.879.4611
www.chf.bc.ca

MINUTES OF THE ANNUAL GENERAL MEETING

December 1, 2012

BURNABY, BC

Delegates	59
Alternates	11
Observers and Guests	<u>45</u>
Total Registered	115

1. Call to Order

President Catherine Porter called the meeting to order at 10:30 a.m. Executive director Thom Armstrong confirmed that quorum was present. Directors, guests and staff were introduced.

2. Appointment of Chairperson

M/S/C Brambles/Kinross Creek

THAT Geoffrey Dabbs be appointed to serve as chairperson for the meeting.

3. Approval of Agenda

M/S/C Delta Green/Cameo

THAT the agenda be adopted as presented by the chair.

4. Approval of Minutes

M/S/C Jasmine Place/Lore Krill

THAT the minutes of the semi-annual general meeting of May 5, 2012 be approved as circulated.

5. Business Arising from the Minutes

The executive director provided an update on progress toward resolving the issue of lease extensions with the City of Vancouver. The chair advised that all other business arising would be dealt with elsewhere on the agenda.

6. Nominating Committee Report

Director Fred Silvergieter reviewed the election procedures. He announced that there were eight candidates nominated for five vacant board positions and described how members would vote by ballot later in the meeting.

Silvergieter also advised members that Phil Brown had been elected at the October 17, 2012 Vancouver Island Council meeting to the position of Vancouver Island Director.

7. Executive Director's Report

Executive director Thom Armstrong referred members to his written report. Armstrong reported that CHF BC's membership now stands at 237 housing co-ops and 12,634 units, including 34 of 35 co-ops on Vancouver Island. He then reviewed members' use of the Federation's education, communication and commercial services in the year ending July 31, 2012.

The executive director closed his report by thanking members, directors and staff for their contributions to the Federation's success.

M/S/C Dundee Court/Four Mile Heights

THAT the Executive Director's report be received.

8. Report from the Board of Directors

President Catherine Porter introduced the report from the board and referred members to the written report included in their delegate handbooks. Porter spoke about partnership initiatives in 2012 including Social Purpose Development Partners Inc. and the 2020 Vision partnership with CHF Canada. She reported on the Federation's celebrations including the United Nations International Year of Co-operatives, CHF BC's 30th anniversary, and the 10th anniversary of the merger between CHF BC and the Vancouver Island Co-operative Housing Association (VICHA).

Director Alana van Dam reported on the Federation's 2020 Vision Program activities and the launch of the Viability Action Plan. The plan helps co-ops use the 2020 tools to create an active plan for their own long-term viability.

Director Isabel Evans reported on the Federation's election platform for the May 14, 2013 provincial election.

Director Amanda Skillin reported on the successful launch of CHF BC's new Scholarship Fund and played a video for members from Arielle Yip, one of the scholarship recipients.

Director Dianne Brubaker reported on the activities of the Aging in Place committee and the receipt of a diversity grant from CHF Canada.

Directors Manon Bertrand and Jane MacDermot reported on local activities and events held to celebrate the International Year of Co-operatives, including the Federation's legacy investments in a Rooftops Canada Foundation micro-credit program and Oiko Credit.

Director Isabel Evans reported on the activities of Social Purpose Development Partners Inc. and the proposed development of a new housing co-op near the Vancouver General Hospital.

President Catherine Porter then reported on the proposed development of 355 units of non-profit and co-operative housing on four sites owned by the City of Vancouver. The executive director provided more detail on the development model put forward by the Community Housing Land Trust Foundation and the roles of the various partners in the proposed development.

In concluding the report from the board, the president stressed the importance of partnerships in achieving the Federation's goals in service of its members.

M/S/C Vancouver East/Creekside

THAT the report from the Board of Directors be received.

Members celebrated the 30th anniversary of the Federation with a cake cutting.

9. CHF Canada Report

Karla Skoutajan, Anne Davidson and Nicholas Gazzard reported on recent developments at the national federation.

M/S/C Hillcrest/Delta Green

THAT the report from CHF Canada be received.

10. Auditors' Report and Audited Financial Statements

Auditor Edwin Liu, CA, of Grant Thornton, LLP presented his report to the meeting. He confirmed that the Federation had received a clean, unqualified audit opinion.

Treasurer Lisa Berting presented highlights of the financial statements for the year ending July 31, 2012. She reported that the Federation had finished the year in a surplus position for the tenth consecutive year.

M/S/C Brambles/Pioneer

THAT the auditors' report and audited financial statements for the year ending July 31, 2012 be received.

M/S/C Sunrise/Pheasant Meadows

THAT Grant Thornton be appointed to serve as CHF BC's auditor for the fiscal year ending July 31, 2013.

11. Election Forum

Director Fred Silvergieter presented the candidates for five at-large positions on the CHF BC board. Those nominated were: Yuri Artibise (Athletes Village); Lisa Berting (Misty Ridge); Tanya Billingham (Westwood); Dianne Brubaker (Creekside); Isabel Evans (Granville Gardens); David Lach (Quebec Manor); Greg Marte (Sunrise); Patty Shaw (Kailasa, Victoria).

Silvergieter also announced that there had been two nominations for the vacancy on the Finance Committee: Ferhan Kassam (Garry Point) and Margarit Detcheva (Access).

The candidates participated in an election forum and responded to questions from the delegates.

Following the collection and counting of ballots, those declared elected for two-year terms in the available at-large positions on the CHF BC board were: Yuri Artibise (Athletes Village); Lisa Berting (Misty Ridge); Dianne Brubaker (Creekside); Isabel Evans (Granville Gardens); and David Lach (Quebec Manor).

Ferhan Kassam (Garry Point) was elected to a two-year term on the Finance Committee.

M/S/C Kinross Creek/Pioneer

THAT the ballots be destroyed.

12. Resolutions

M/S/C Common Ground/Sitka

THAT the Rules of the Co-operative Housing Federation of British Columbia be amended by deleting existing Article 2.03 (a) and replacing it with

(a) Class A Members being non-profit and other housing co-operatives incorporated under the Act;

AND THAT the board be directed to submit the amendment to the Registrar of Companies for filing as adopted.

M/S/C Cameo/Pioneer

THAT the Rules of the Co-operative Housing Federation of British Columbia be amended by adding the following to existing Article 5.03 (Vancouver Island Directors):

If the office of a Vancouver Island Director is vacated before the end of any term of office, a Vancouver Island Director may be elected at any duly called meeting of the Vancouver Island Council to serve for the balance of that term;

AND THAT the board be directed to submit the amendment to the Registrar of Companies for filing as adopted.

M/S/C Common Ground/Seawalk

THAT the Co-operative Housing Federation of British Columbia investigate the financial implications of merging housing co-ops, including the development of several models ranging from shared use of contractors up to a full legal merger of two or more co-ops;

AND THAT the interim findings be reported to the finance committee to be presented at the SAGM 2013 and completed findings reported to the finance committee to be presented at AGM 2013.

13. Other Business

Scott Jackson presented an update on Rooftops Canada Foundation initiatives.

CHF Canada presented long-term member awards. The Chair announced several upcoming Federation events.

14. Close of Meeting

There being no further business to conduct, the chairperson declared the meeting closed at 4:35 p.m. on December 1, 2012.

CERTIFIED to be a true copy of the minutes of the annual general meeting of the Co-operative Housing Federation of British Columbia held in the City of Burnaby on December 1, 2012

Chairperson

Recording Secretary

CHF BC BUDGET AND DUES RESOLUTION

WE RESOLVE:

1. **THAT** the attached operating budget for the fiscal year ending July 31, 2014 be approved;
2. **AND THAT** membership dues for occupied housing co-operatives in the fiscal year ending July 31, 2014 be increased to \$3.70 per unit per month (from their current level of \$3.65 per unit per month).

BACKGROUND:

1. CHF BC is committed to delivering programs and services of the highest quality to its members. The priorities recently adopted by the Board of Directors will build on those commitments and chart a course toward a sustainable future for housing co-ops and the co-operative housing movement. A copy of our priorities for the coming year is attached.
2. In looking to the coming year, the board has put together an ambitious plan to serve our members more effectively than ever. We will continue to promote the 2020 Vision program in partnership with CHF Canada as a means of improving co-op governance and management, and to enhance the viability of our member co-ops. Other services, such as the Model Rules 2.0 and our new asset management planning program, will be designed to focus on long-term viability in a decade that will see most federal program operating agreements come to an end.
3. A plan this ambitious needs resources to support it, so we are also proposing a very modest increase in our membership dues so that we can cover our costs in the coming year. The board believes that the value-for-dues offered by CHF BC is the best in the country, and we will share our plans and priorities with you at this semi-annual general meeting to show you what we mean.
4. The proposed 1.4% dues increase is less than our members have approved in recent years. The impact of the increase on the average co-op in our membership will be roughly \$33 for the entire year. Most co-ops will save what they pay in dues, or more, by using the Federation's programs and services. Dues for other membership classes will remain the same.
5. The attached budget document includes three columns: the budget approved for the current year ending July 31, 2013; revenue and expense projections to the end of the current year; and the budget proposed for next year (August 1, 2013 to July 31, 2014).
6. The Board of Directors and the Finance Committee unanimously recommend this budget and schedule of membership dues to the members for adoption.
7. Members can find more detail on the proposed budget in the attached Budget Notes.



Our Top Priorities for 2013-2014

CHF BC provides a wide range of programs and services to meet the needs of its members and to add value to their ongoing operations.

To help CHF BC's members prepare most effectively for a sustainable future, our top priorities in the year ending July 31, 2014 will be to:

- Promote the 2020 Vision program, in partnership with CHF Canada, as a concrete tool to improve co-op governance and management and to enhance the viability of our member housing co-ops
- Help our members adopt and implement new rules and occupancy agreements through the Model Rules 2.0 project
- Secure provincial government funding for a rent supplement program to maintain the affordability of co-op homes for low-income members after federal operating agreements end, and support provincial efforts to obtain a long-term financial commitment from the federal government toward this end
- Engage our members in planning actively for their long-term viability
- Develop and deliver refinancing and asset management services to our members to facilitate their long-term sustainability
- Build on existing progress with our municipal partners to create opportunities for the development of new housing co-ops and the successful redevelopment of existing co-ops
- Implement a concrete plan to recruit, elect and mentor Federation directors and provide for their ongoing education and training to sustain a strong federation governance culture

Co-operative Housing Federation of BC

PROPOSED BUDGET

2013 - 2014

	2012-2013 APPROVED BUDGET	2012-2013 PROJECTED ACTUAL	2013-2014 PROPOSED BUDGET
REVENUE			
ADMINISTRATION			
Membership Dues	557,600	558,000	572,400
Other	231,300	260,400	280,700
ADMINISTRATION SUB-TOTAL	788,900	818,400	853,100
EDUCATION PROGRAM	106,500	95,400	108,000
COMMUNICATIONS PROGRAM	15,500	10,300	17,500
COMMERCIAL SERVICES			
Group Buying Program	133,400	140,700	147,000
Investment Programs	199,800	225,000	225,000
COMMERCIAL SERVICES SUB-TOTAL	333,200	365,700	372,000
TOTAL REVENUE	1,244,100	1,289,800	1,350,600
EXPENSE			
GOVERNANCE	51,700	51,600	52,600
ADMINISTRATION			
Staffing	754,700	798,300	842,700
Office & Equipment	126,400	134,200	138,000
Other	140,400	141,200	137,200
ADMINISTRATION SUB-TOTAL	1,021,500	1,073,700	1,117,900
EDUCATION PROGRAM	96,200	98,500	103,200
COMMUNICATIONS PROGRAM	68,100	56,900	70,400
COMMERCIAL SERVICES	1,600	1,100	1,500
TOTAL EXPENSE	1,239,100	1,281,800	1,345,600
NET INCOME (DEFICIT)	5,000	8,000	5,000

BUDGET NOTES

for the fiscal year ending July 31, 2014

The proposed budget covers the fiscal year **August 1, 2013** to **July 31, 2014**. On the same page you can see what we budgeted for the current year ending July 31, 2013 and where we expect to stand by the end of the year.

These notes will help you understand the budget proposal in more detail. Please don't hesitate to ask questions at the SAGM. You can also call CHF BC's executive director, Thom Armstrong, before the meeting at 604-879-5111 #143 (toll free at 1-866-879-5111 outside Metro Vancouver) or email tarmstrong@chf.bc.ca.

REVENUE

Membership dues will increase from **\$3.65 to \$3.70** per unit per month for occupied housing co-ops. This is the lowest dues increase assessed at any time in the past ten years. It will add about **\$33** to the dues invoice of an average-size member housing co-op. The budget assumes a membership level of **12,805** co-op units. Dues for Class B and C members will remain the same at **\$325** per year. Member dues account for almost half of the Federation's total revenue. This is what keeps us strong and independent.

Other administration revenue is made up of interest the Federation earns on its own investments, registration fees for members' meetings, consulting revenue, management fees, CHF Canada's shared revenue contribution, and salary recoveries.

The increase in this line is due mainly to a planned transfer from the balance sheet. We will take into income a small portion of an earlier grant from Vancity to support the Federation's initial contribution to the start-up of Social Purpose Development Partners Inc.

We will also complete the process of changing our accounting procedures for staff salary recoveries which have the effect of reducing CHF BC's overall salary costs. In the past, some of these recoveries have been shown in revenue while others have been shown as reduced salary expenses. From now on, all salary recoveries will be shown as revenue in this budget line and the full salary expense for all positions will be shown in staffing expenses. This will be more transparent and easier to follow.

Education Program revenue will increase next year after a slight drop in scheduled workshops this year. We will continue to focus on the 2020 Vision program and develop more tools to support our members' efforts to achieve the highest standards of sound management, good governance and principled leadership. We will be counting on consistently strong take-up in education conference registrations and other workshops throughout the year to meet this revenue target.

We will also deliver more services designed to help members adopt and implement the new Model Rules, which are scheduled to be released soon.

Communications Program revenue is expected to return to more typical levels as we resume our twice-yearly SCOOP publication schedule.

Revenue from the **Group Buying Program** (flooring, appliances, waste collection, maintenance supplies, cabinets and countertops) will finish over budget this year and increase again next year based on more take up in a majority of the programs. While members use the existing programs consistently, the demand is never guaranteed from year to year. It is more prudent to budget with that in mind, so the planned increase is modest.

The budget assumes that **Investment Program** revenue will remain the same. This is based on the expectation that average deposit levels in the **CHIP** program will remain constant and that interest rates will increase only marginally, if at all.

Overall, we expect that total revenue earned next year will be **\$1,350,600**. This represents an increase of **\$60,800 (4.7%)** over our current year projections.

The revenue we generate next year will make it possible for us to deliver on the promises we have made to our members.

EXPENSE

Governance expenses will increase by no more than **\$1,000** next year. This will be just enough to cover the net cost of holding member meetings, support activities related to youth and diversity, and provide adequate support for board and committee meetings, including the activities of the new Aging in Place committee. This includes a continuing investment in board training and development.

Staffing expenses will be **\$44,400** higher next year. Roughly half of that amount will be due to increases in the cost of salaries and benefits (**2% on average**) provided in the existing collective agreement between CHF BC and CAW Local 3000. The balance is due to the accounting changes described earlier in these notes. There is no planned increase in staffing levels.

Office and Equipment expenses will increase by just under **\$4,000** next year. This is less than the rent increase in our new Vancouver offices, but savings are projected in other areas of office operations.

Other Administration expenses will drop by **\$4,000** as a result of fewer projected expenditures in professional fees and government relations.

Education Program expenses will increase by **\$4,700**, but this will be more than offset by the increase in revenue. We will be investing in more workshops related to our goal of helping members plan for a viable future, and also to promote the new Model Rules 2.0.

Communications Program expenses will increase by **\$13,500**, but this is a return to a more typical level of communication expenses. The current year projections include the cost of one SCOOP issue instead of two. We will publish two issues next year.

Commercial Services expenses include a small allocation to support program promotion efforts and to increase the visibility of our group buying program on Vancouver Island.

Overall, expenses will increase next year by just under **\$64,000** to **\$1,345,600** for the reasons described above. Most of the increase is offset by increased revenue.

The **net result** of our efforts next year will be a **\$5,000** surplus. This is a very small margin of error in a budget of this size, but we are confident that the revenue and expense assumptions are reasonable and achievable.

A more detailed presentation on the budget will be made at the SAGM. We welcome your questions and comments.

Prizes

Free



Family-friendly

Games

Burgers, hot dogs, drinks

Use transit or ride your
bike for **green** prizes!

CO-OP HOUSING SUMMER BBQ

SATURDAY, JUNE 22nd, 12:00 p.m. - 3:00 p.m.
at the south end of TROUT LAKE PARK
under the covered picnic area

RSVP by June 17 to 604.879.5111 ext. 140
or email members@chf.bc.ca

This event is sponsored by CHF BC and CHF Canada.



CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL

Date Approved/Amended: October 6, 2008

Subject: Resolutions Procedure

Approved by: Board of Directors

Purpose:

To establish a procedure for the receipt and consideration of resolutions from members at annual and semi-annual meetings of the Federation.

Policy:

1. Any member organization (and only a member organization) may submit a resolution for consideration at a meeting of Federation members.
2. The board will set a deadline for the receipt of resolutions from members in advance of members' meetings. The deadline will be in advance of (but not more than a week before) the last scheduled board meeting before the members' meeting. The board will notify members of the deadline at least one month before the members' meeting to which it applies.
3. At the last board meeting before the members' meeting, the board will consider all resolutions submitted by the deadline. The board may decide to support, oppose or take no position on each resolution submitted.
4. All resolutions submitted by the deadline will be circulated to Federation members in advance of the next meeting of members. The board will indicate whether it supports, opposes or takes no position on each resolution. The same information will be posted on the Federation's website.
5. All resolutions submitted by the deadline will be placed before the members at the next members' meeting for discussion and decision.
6. Resolutions submitted after the deadline, including those submitted by delegates at a meeting of members, will be "late resolutions". Late resolutions will be automatically referred to the board for consideration and a report back to the next members' meeting, unless the members present at a members' meeting decide by a majority of votes cast that they qualify as "urgent resolutions".
7. Urgent resolutions will be placed immediately before the members for discussion and decision. If a members' meeting ends before the members deal with an urgent resolution, the urgent resolution is automatically referred to the board of directors.



Co-operative Housing Federation of BC

220 - 1651 Commercial Drive, Vancouver, BC V5L 3Y3

www.chf.bc.ca

**DELEGATE'S REPORT
SEMI-ANNUAL GENERAL MEETING
SATURDAY MAY 4, 2013**

PURPOSE: To help delegates to CHF BC's Semi-Annual General Meeting report back to their Board of Directors

REPORT TO: The Board of Directors of _____
(name of your co-op)

FROM: The CHF BC Delegate _____
(your name)

SUBJECT: Co-operative Housing Federation of BC - 2013 Semi-Annual General Meeting

INTRODUCTION:

President Isabel Evans called the Semi-Annual General Meeting of the Co-operative Housing Federation of BC to order at 10:30 a.m. on Saturday, May 4, 2013 at the Executive Hotel and Conference Centre, Burnaby.

SPEAKERS AND REPORTS

- Introduction of directors, guests and staff
- Business arising from the minutes of the AGM of December 1, 2012.
- CHF BC Scholarship Fund awards
- YES Camp presentation
- Election campaign update
- CHF Canada report

Rules of Order for Meetings of the Co-operative Housing Federation of British Columbia

MAIN MOTION

Purpose: To get the meeting to take some kind of action. The motion and its meaning should be clear. It should include what, when, where, who, how and timeline, as needed.

Use: Secunder required. Debate allowed. All other motions apply to it.

TO AMEND

Purpose: To make some change to the main motion without changing its intent. Amendments may not be directly against or unrelated to main motion.

Use: Secunder required. Debate allowed on the proposed amendment. Simple majority required to incorporate the amendment into the main motion.

Note: Once an amendment is passed, the meeting continues to discuss and eventually vote on the main motion as amended.

Friendly amendment: A member may ask the mover and seconder of the main motion to accept an amendment as “friendly”. If they all agree, the main motion is debated as amended. A friendly amendment should only be used to make minor changes or correct obvious errors.

TO REFER

Purpose: To send the main motion to another body for consideration (e.g. the board, committee).

Use: Secunder required. May debate whether to refer or not. Provides direction about who to refer to and timeline for reporting back to the meeting, if necessary. Simple majority required.

TO CLOSE DEBATE

Purpose: To close debate on the motion under discussion without hearing any more speakers, and proceed directly to the vote.

Use: Secunder required. No debate. Two-thirds majority required.

Note: This is sometimes called “calling the question”. Someone who has already spoken on the motion cannot move to close debate.

At any time, if no member of the assembly wants to speak on the motion, the chair may call for a vote and there is no need for a motion to close debate.

TO TABLE

Purpose: To postpone consideration of a motion, usually to a stated time.

Use: Secunder required. No debate. Simple majority required.

TO WITHDRAW

Purpose: To withdraw any motion under consideration.

Use: May be moved only by mover of the motion and requires permission of seconder. No debate. No vote required unless there is an objection to the withdrawal, in which case a simple majority would be required.

TO APPEAL

Purpose: To appeal a decision of the chair.

Use: Secunder required. No debate. Mover states reason for appeal, then chair states reason for decision. Simple majority required to uphold the chair or not.

POINT OF ORDER

- Purpose:** To correct an error in the conduct of the meeting.
- Use:** No debate. The member calls out “point of order”. The chair interrupts the current speaker (if there is one) and asks the member to state the point of order. Point is decided by the chair. The chair’s decision may be appealed. After the point of order has been dealt with, the meeting continues where it was interrupted.
- Note:** May also be used as point of information where a mover asks for clarification about the business at hand.

POINT OF PRIVILEGE

- Purpose:** To make a request to the chair or to propose a motion on a matter that may affect the integrity, comfort, rights or privileges of the meeting or of individuals.
- Use:** No debate. The member calls out “point of privilege”. The chair interrupts the current speaker (if there is one) and asks the member to state the point of privilege. Point is decided by the chair. The chair’s decision may be appealed.
- Any resulting motion (if permitted by chair) is debated. All other motions apply to it. Simple majority required.
- After the point of privilege has been dealt with, the meeting continues where it was interrupted.

TO CLOSE

- Purpose:** To end the meeting.
- Use:** Secunder required. May be debated. Majority vote required. Not normally made until all business has been completed, except in cases of urgency.
- Note:** The chair may close the meeting without a motion when all the business is done, there is no quorum, or it has become impossible to conduct business.

TO ADJOURN

Purpose: To adjourn the meeting to a future time, date and place. No business shall be conducted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

Use: The chair of a meeting may, and if directed by members must, adjourn a meeting at which quorum is present. Secunder required. May be debated. Simple majority required.

There are two motions that have less priority than the main motion, because they cannot be made until the vote has been taken on the main motion. They are:

TO RECONSIDER

Purpose: To reconsider the vote on the main motion.

Use: Debatable if original motion was debatable. Can be moved at any time, by any person who voted in favour of the original motion, providing that no one has acted on the original motion and it can be reversed. Requires same notice and same majority as the original motion.

Cancels the outcome of a previous vote on the main motion and allows the meeting to debate and vote again on the motion.

TO RESCIND

Purpose: To cancel a main motion.

Use: Debatable. Two-thirds majority required. Has the effect of cancelling an earlier decision (if the decision has not yet been acted upon). If passed, a new motion may be placed before the meeting. Rarely used and not in order if a motion to reconsider would have the same effect.

CO-OPERATIVE HOUSING FEDERATION OF BC POLICY MANUAL

Date Approved/Amended: June 7, 2010

Approved by: Board of Directors

Subject: Delegates

Delegate Job Description

Responsibilities

- a) Represent your co-op at the annual general meeting in the fall and the semi-annual general meeting in the spring.
- b) Represent your co-op at delegate forums held at CHF BC's Vancouver office or at Vancouver Island council meetings held in Victoria.
- c) Keep informed by reviewing the minutes of CHF BC meetings and other information sent to you, and by checking the website at www.chf.bc.ca.
- d) Make reports to your co-op to keep the members and directors informed of Federation activities and services.
- e) Make sure that information from CHF BC is distributed to members in your co-op.
- f) Make sure your co-op's annual budget includes CHF BC membership dues and enough money to attend members' meetings and education events.

Meetings

- a) Annual General Meeting (AGM): usually held on the last Saturday in November.
- b) Semi-Annual General Meeting (SAGM): usually held on the first Saturday in May.
- c) Delegate forums: usually held on the second Monday evening in the month, with a break over the summer.
- d) Vancouver Island council meetings: held three times a year at times and locations determined by delegates.

Group Buying Program

Appliances

Trail Appliances offers an expanded appliance program for members with eight showroom locations across the province and a team of dedicated professionals to assist with sales, service and delivery.



Cabinets and countertops

For all of your cabinet and countertop replacement needs, for melamine, laminate, thermafoil or solid wood, for a handful of units or a complete co-op replacement.

KBCC Home Improvement

Maintenance and repair supplies

Whether you prefer in-store shopping or direct order, RONA offers a wide selection of products and services to CHF BC members. Discounts include best available pricing on many frequently purchased items.



Waste collection and recycling

BFI offers excellent member pricing on regular scheduled waste and recycling collection service, extra pickups and temporary clean-up bins.



Alpine Group offers similar waste and recycling collection services for members on Vancouver Island.



Flooring products and installations

Our Core Product group includes a wide range of quality residential and commercial carpet, vinyl, tiles and laminate flooring products. Our flooring partners purchase large quantities directly from the manufacturer. The savings mean preferential prices for CHF BC members.



CD Contract Division

Mainland

Banking

Our Co-op Housing Interest Pool (CHIP) program earns members higher interest on their co-op accounts.



Mainland



Vancouver Island

Visit www.chf.bc.ca for more information on our group buying partners and programs

CHF Canada and The Co-operators: Co-operation works



CHF Canada and The Co-operators are celebrating the International Year of Co-operatives. For more than 30 years, we have worked together to provide housing co-op members with exceptional insurance programs tailored just for housing co-ops. That's co-operation among co-operatives.

We provide the best value in commercial insurance to almost 900 housing co-operatives like yours. You can count on reliable claims service, free risk management advice and excellent insurance coverage for CHF Canada members.

For information about your co-op's commercial insurance options, contact Selena Buck of The Co-operators at 1-800-265-2662.



Co-operative Housing
Federation of Canada



20
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20

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